

Date: July 26, 2016

Outreach Notice

Schenck Job Corps Civilian Conservation Center Pisgah National Forest



Permanent Full-Time Position: Training Technician (Career Preparation Period), GS-1702-07

This position is located on a Forest Service Job Corps Civilian Conservation Center. The incumbent of this position provides leadership and guidance to students in a group living environment and provides practical counseling to students.

The incumbent assists students, peers, and subordinates in understanding the relevance of, and promotes the development of positive social skills among students through modeling appropriate behavior, positive intervention, and positively intervening and teaching appropriate employability skills for workplace success. Participates in the Center Behavioral Management System (BMS) and/or the Student Code of Conduct (SCC) program as necessary to insure proper workplace conduct, appearance and behavior. Sets a positive example as a role model to students by displaying appropriate etiquette, timeliness, and dress.

This position requires the selectee to obtain or possess a Commercial Driver's License (CDL) with the appropriate Endorsement(s) as required by the mission. This position is a Test Designated Position (TDP) under the Forest Service/Department of Transportation (DOT) Alcohol and Controlled Substances

Testing Program. All applicants selected for this position will be required to submit to a pre-employment urinalysis to screen for illegal drug use prior to appointment. Incumbents of this position will be required to submit to a urinalysis on an ongoing random basis, after appointment as directed.

MAJOR DUTIES

Incumbent is responsible for contacting students who have been accepted to the Job Corps program. Incumbent verbally welcomes the new student, explains the program expectations, and answers questions. Incumbent provides information regarding the various academic and training programs, including general information on graduation requirements. Provides new enrollees with information and guidance for enrollment into a career development program. Provides advice and guidance to students on goal-setting, personal problem areas, progress, changing selection, job placement preparation, positive social skills, and educational and career development goals. Incumbent seeks out opportunities for students to learn and practice socially acceptable behaviors and skills that will enable them to function successfully in the workplace and community. Insures that operating procedures and Center directives are met regarding the CPP, including required classroom instruction hours.

Coordinates briefings by instructors, counselors, medical and administrative personnel, and other staff at the Center. Assists in group and individual interviews and observation techniques. Administers standardized testing based on assessment of individual student needs.

Functions as principal coordinator among Career Technical Training (CTT), academic, and residential-living areas regarding new student activities. Provides counseling services covering Career Success Standards (CSS), Personal Career Development Plans (PCDP) development, and Work Based Learning opportunity awareness. Recognizes and provides feedback for positive behaviors.

Maintains and routes training records in accordance with the CPP plan guidelines. Updates approved changes to the CPP portion of the Career Development Service System (CDSS) plan. Maintains records, written reports, completion of forms and evaluations as required, ensures security of equipment and facilities.

Incumbent assists the educational and vocational departments to carry out the total Job Corps program.

Incumbent provides classroom and/or off-site Work Based Learning (WBL) instruction in one or more courses. Provides support and assistance to instructors with specialized tasks for Programs of Instruction which are unique and/or specific to a particular training or education area.

As an instructor, follows the required course material outlined in the national Job Corps curriculum. Provides instruction, tutors, directs, guides, monitors, and supervises students. Under subject matter expert guidance, provides input in the revision of course materials. Provides input into developing a program that ensures an atmosphere conducive to learning for students who may present atypical problems of communication and motivation. Determines the appropriate use of supplemental material and teaching aids as available and applicable to the needs of the students.

Ensures accuracy of Training Achievement Records (TAR) data in the Computer Information Systems (CIS), and Personal Career Development Plans (PCDP). Maintains daily attendance records. Maintains and manages records, written reports, completion of forms and evaluations. Monitors progress of students to ensure that completion of studies for applicable graduation levels are met. Applies standards that are used in the training area for placement of students in entry level jobs. Performs other duties as assigned.

JOB CORPS

Job Corps prepares young adults, ages 16-24, for careers in a variety of trades through focused educational, social, and vocational training programs...provided in a residential setting. For information about Job Corps, visit one of the following websites:

http://www.fs.fed.us/people/programs/job_corps.htm

<http://www.jobcorps.org>

THE CENTER

The Schenck Job Corps CCC houses 181+ co-ed students in a 7-day a week, 24-hour a day residential program. The Center trains young people from the ages of 16-24 in vocational skills, educational goals, and social development. The Center offers eight vocational trades (Culinary Arts, Facilities Maintenance, Auto Mechanics, Welding, Union Carpentry, Union Painting, Advanced Forestry/Natural Resources, and Advanced Fire Management), high school diploma, GEDs, transfers to advanced training, college and Armed Forces. The Center has a recreational program that meets the needs of the students. The Center functions similar to a small community college campus with dormitory living.

Begun in 1965, Schenck Job Corps Civilian Conservation Center was one of the first to be activated by the USDA Forest Service nationwide. The campus is located on the bank of the scenic Davidson River in the Pisgah National Forest, is approximately 35 miles south of Asheville on the outskirts of Brevard, a small retirement community. For more information please visit www.brevardnccchamber.org.

Climate: Summer daytime temperatures are typically in the high 70's to 80's, winter days in the 30's to 40's. Transylvania County is known as the "Land of the Waterfalls". Average precipitation is about 3 - 6 inches monthly.

The Communities: The population of Brevard is around 6,700, Transylvania county population is 30,000. The summer months bring many visitors to the area where they can enjoy hiking, camping, fishing, mountain biking and several other activities. Brevard is a full service community with a hospital, urgent care facilities, numerous doctors and specialists, and churches of many denominations.

OUTREACH RESPONSE:

If you are interested in this opportunity, please complete the attached form and send electronically to hutsonrvann@fs.fed.us and cherijones@fs.fed.us **no later than August 22, 2016.**

Job Corps Civilian Conservation Centers

OUTREACH INTEREST FORM

If you wish to express interest in this position, please complete this voluntary Outreach interest form. Please read all of the information contained below and be sure to follow the stated instructions.

Position (title, series, grade):	Training Technician (Career Preparation Period), GS-1702-07
Job Corps Center:	Schenck Job Corps Civilian Conservation Center

Name: _____

E-mail Address: _____

Contact Number: _____

Current federal employee? Yes: ☐ No: ☐

Current position title: _____
(If federal employee provide series/grade) _____

Current location: _____

If you are not a current federal employee, are you eligible to be hired under any of the following special authorities:

- ☐ Individuals with Disabilities (Schedule A)
- ☐ Pathways Program (Students, Recent Graduates, and PMF)
- ☐ Veterans Employment Opportunities Act of 1998 (VEOA)
- ☐ Veterans Recruitment Appointment (VRA)
- ☐ 30 Percent or More Disabled Veterans
- ☐ Other _____

Send this completed form to:	Cheri Jones and Hutson Vann Return no later than August 22, 2016
E-mail address:	cherijones@fs.fed.us and hutsonrvann@fs.fed.us